

Agenda Report

July 11, 2022

TO: Honorable Mayor and City Council
FROM: Libraries and Information Services Department
SUBJECT: **CONTRACT AWARD TO J.K. MIKLIN, INC. DBA YAMADA ENTERPRISES FOR LIBRARY SHELVING PROCUREMENT AND INSTALLATION FOR AN AMOUNT NOT TO EXCEED \$733,700**

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alternations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination, and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no usual circumstances; and
2. i) Accept the bid dated May 26, 2022, submitted by J.K. Miklin, Inc. dba Yamada Enterprises ("Yamada Enterprises") as the sole and lowest bidder in response to the RFP Specifications for Library Bookstacks at Rose Palace; ii) authorize the City Manager to enter into a contract for an amount not to exceed \$733,700 which includes the base contract of \$667,000 and a contingency of \$66,700 to provide for any necessary change orders.

BACKGROUND:

The Libraries and Information Services Department ("Library") consists of ten (10) physical locations throughout the City of Pasadena (pop. 138,101). The Library reflects Pasadena's commitment to quality of life including a focus on the arts, lifelong learning, and neighborhood stability and livability. Central Library and the nine branch libraries provide a wide array of services, programs, and collections at the neighborhood level to meet the community's information needs utilizing the latest in technology.

In May 2021, the Pasadena Central Library building closed by order of the City's Building Official due to structural deficiencies. As a result, library personnel and equipment were relocated to other sites, however, the library collection of approximately

250,000 items remains. The Rose Palace building has been designated as the relocation site for the Central Library collection.

The contract scope includes supplying and installing new library bookstack shelving at the Rose Palace facility, located at 235 S. Raymond Ave., Pasadena, CA 91105 to hold the Central Library collection.

The Libraries and Information Services Department prepared plans and specifications for the subject contract. In accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. On May 12, 2022, a Notice Inviting Bids was posted on PlanetBids.com. The posting generated notices to vendors who have previously registered with the City for this particular commodity class. Thirteen (13) vendors downloaded the bid packet – three (3) attended the mandatory pre-bid walk held on May 18, 2022, and one (1) bid was received. The small number of prospective bidders is generally attributed to the uncommon and specialty nature of library bookstack shelving and few certified distributors/installers.

Following advertising, bids were opened on May 27, 2022 and are as follow:

Table 1: Proposed Evaluation Score Results

Rank	Bidder	Amount (\$)
1.	Yamada Enterprises	\$667,000.00

It is recommended that Yamada Enterprises be awarded the contract for this project as they are the sole responsive and responsible bidder. The proposed contract with Yamada Enterprises fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

Yamada Enterprises has previously performed work for the City of Pasadena. Staff has confirmed that: the contractor's licenses are current; they are in good standing with the Department of Industrial Relations; and they are certified as a Small Business.

The contract is proposed to set up as follows:

Base Bid	\$	667,000.00
Contingency Allowance	\$	66,700.00
Contract Not-To-Exceed Amount	\$	733,700.00

A contingency of ten (10) percent is allocated to this contract to address any unforeseen conditions that may be encountered.

Delivery and installation is anticipated in December 2022, barring any supply-chain disruptions.

Approval of the proposed contract will allow continued access to the Central Library's vast materials collection, as well as, ensure availability of materials to satisfy public requests throughout the Pasadena Public Library system.

COUNCIL POLICY CONSIDERATION:

This contract supports the City Council's goal to improve, maintain, and enhance public facilities and infrastructure.


ENVIRONMENTAL ANALYSIS:

This contract has been determined to be categorically exempt from environmental review pursuant to the guidelines of the CEQA (Public Resources Code §21080(b) (9); Administrative Code, Title 14, Chapter 3, §15301, Class 1, Existing Facilities). Class 1 exempts from environmental review small additions, expansions or alterations to existing structures where there is negligible or no expansion of the use. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

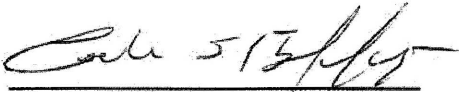
The cost of this contract will be \$733,700 which includes the bid amount of \$667,000 and a contingency of \$66,700 (10%) for any unforeseen conditions that may be encountered. Funding will be covered through existing budgeted appropriations in the Libraries and Information Services Department's fund's Collection and Business Services for Other Contract Services (21219006-811400). It is anticipated all costs will be spent in FY 2022.

Respectfully submitted,



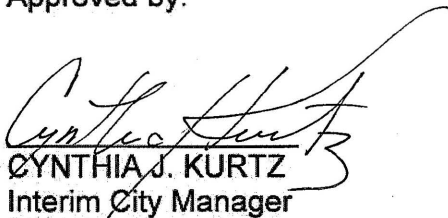
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